

TOWN OF LEBANON, CT

REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES

ADDENDUM #1, DATED JULY 16, 2015

1. Chairmen Jim Russo thanked all participants for their attendance this morning. This Pre Bid Meeting is mandatory. Only firms whom are present and submit a formal proposal will be considered. Attached is the formal sign in sheets for record.
2. Bids are due July 23, 2015, 3 PM at the Selectman's Office within Town Hall. Town Hall is located across the street from the library complex. Bids will be opened at 4:00 and distributed to Building Committee Members.
3. All Question after today meeting are to be submitted in writing. Formal Town Response will be included in Addendum #1 to be issued. Addendum #1 will be emailed to all attendees, mailed to all attendees and posted on Town of Lebanon Web Site and State of CT DAS Portal Web Site.
4. Last day for submission of questions is Wednesday 7/15/15.
5. Jim Russo commented that the Services of this RFP and future General Contractor Award have been approved in Town Referendum this past May in the amount of \$5,875,000.00. This Construction Program amount also includes Town Bonding Costs, Owners Representative Costs, Material Testing Cost and Legal Costs.
6. Design Services to be included in this Proposed Contract are as follows:
 - Site Development Drawings including T-2 Topo Study, A-2 Survey, Boring Tests and Design of Two Septic Fields. The proposed Septic Field for the adjacent Church will exceed 5000 GPD. The other field is primarily designated for the library complex.
 - Architectural Drawings.
 - Structural Drawings including services of Special Inspector.
 - Mechanical Drawings.
 - Plumbing Drawings.
 - Fire Protection Drawings.
 - Electrical Drawings.
 - Media, Security, Data, Phone, CATV.
 - FFE
7. Environmental Study of existing Library Complex is not included within this RFP.
8. Jim Russo stated that the existing Library Facility will be relocated off site during the Construction Phase.

QUESTIONS/RESPONSES

1. Schematic Design has already been completed. Please confirm that we are to present our fee for the remaining phases (DD-CD-Bid-CA) as a lump sum Fee? **YES**
2. Please confirm that the environmental engineering/testing is excluded from this project and will be handled by the Library/Town? **YES it is excluded from this RFP**
3. Please confirm that FF&E, Special Inspections, T-2 and A-2 Survey and Geo Thermal Design are to be included in our scope and fee? **YES to all Items**
4. Are we to include move management for the relocation of the Library while under construction? **NO, this Scope of Work Shall be by Others**
5. It is assumed there will be one bidding Phase only? If multiple bidding phases are they concurrent or separate? **The proposed Project Method of Delivery is a Lump Sum General Contractor. The only possible 2nd bid will be for the FFE Purchase at the later months during the Construction Phase.**
6. How many Building Committee/Town Meetings should we budget for? **Twenty Four (24)**
7. Is it acceptable to provide all 9 Copies in Color? **YES**

ATTACHMENTS

(COPIES OF SIGN IN SHEETS – 3 PAGES)

END OF Addendum #1